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MICROBIOLOGICAL REVIEWS

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Original drawings or glossy prints are required. When appropriate, magnification should be indicated by a suitable scale on the photograph. Each figure should be numbered and should include the name of the author, either in the margin or on the back (marked lightly with a *soft* pencil). To avoid damage in transit, do not submit illustrations larger than 8½ by 11 inches.

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Include a table of contents showing the major headings and subheadings of the text. Consult a recent issue of *Microbiological Reviews* for format and style.

Summarize supporting evidence whenever possible. When original data are presented, it is essential that the methods be fully described or that reference be made to previously published methods.

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All listed references must be cited in the text. Arrange the references in alphabetical order, by first author, and number consecutively. Abbreviate journal names according to *Serial Sources for the BIOSIS Data Base* (BioSciences Information Service, 1992). Cite each listed reference in the text by number.

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- Berry, L. J., R. N. Moore, K. J. Goodrum, and R. E. Couch, Jr. 1977. Cellular requirements for enzyme inhibition by endotoxin in mice, p. 321-325. *In D. Schlessinger (ed.)*, Microbiology—1977. American Society for Microbiology, Washington, D.C.
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It is often possible to use pronouns or to paraphrase a long word after its first use (e.g., "the drug," "the substrate"). Standard chemical symbols and trivial names or their symbols (folate, Ala, Leu, etc.) may be used for terms that appear in full in the neighboring text.

Define each abbreviation and introduce it in parentheses the first time it is used: e.g., "cultures were grown in Eagle minimal essential medium (MEM)." Generally, eliminate abbreviations that are not used at least five times in the text (including tables and figure legends).

Not requiring introduction. In addition to abbreviations for Système International d'Unités (SI) units of measurement, other common units (e.g., bp, kb, and Da), and chemical symbols for the elements, the following should be used without definition in the title, abstract, text, figure legends, and tables: DNA (deoxyribonucleic acid); cDNA (complementary DNA); RNA (ribonucleic acid); cRNA (complementary RNA); RNase (ribonuclease); DNase (deoxyribonuclease); rRNA (ribosomal RNA); mRNA (messenger RNA); tRNA (transfer RNA); AMP, ADP, ATP, dAMP, ddATP, GTP, etc. (for the respective 5' phosphates of adenosine and other nucleosides) (add 2'-,

3'-, or 5'- when needed for contrast); ATPase, dGTPase, etc. (adenosine triphosphatase, deoxyguanosine triphosphatase, etc.); NAD (nicotinamide adenine dinucleotide); NAD+ (nicotinamide adenine dinucleotide, oxidized); NADH (nicotinamide adenine dinucleotide, reduced); NADP (nicotinamide adenine dinucleotide phosphate); NADPH (nicotinamide adenine dinucleotide phosphate, reduced); NADP⁺ (nicotinamide adenine dinucleotide phosphate, oxidized); poly(A), poly(dT), etc. (polyadenylic acid, polydeoxythymidylic acid, etc.); oligo(dT), etc. (oligodeoxythymidylic acid, etc.); P_i (orthophosphate); PP_i (pyrophosphate); UV (ultraviolet); PFU (plaque-forming units); CFU (colony-forming units); MIC (minimal inhibitory concentration); MBC (minimal bactericidal concentration); Tris [tris(hydroxymethyl)aminomethane]; DEAE (diethylaminoethyl); A_{260} (absorbance at 260 nm); EDTA (ethylenediaminetetraacetic acid); and AIDS (acquired immunodeficiency [or immune deficiency syndrome). Abbreviations for cell lines (e.g., HeLa) also need not be defined.

The following abbreviations should be used without definition in tables:

SE (standard error) amt (amount) approx (approximately) SEM (standard error of the avg (average) mean) concn (concentration) sp act (specific activity) diam (diameter) sp gr (specific gravity) temp (temperature) exptl (experimental) expt (experiment) tr (trace) vol (volume) ht (height) mo (month) vs (versus) mol wt (molecular weight) wk (week) no. (number) wt (weight) prepn (preparation) yr (year) SD (standard deviation)

Reporting Numerical Data

Standard metric units are used for reporting length, weight, and volume. For these units and for molarity, use the prefixes m, μ , n, and p for 10^{-3} , 10^{-6} , 10^{-9} , and 10^{-12} , respectively. Likewise, use the prefix k for 10^3 . Avoid compound prefixes such as m μ or $\mu\mu$. Use μ g/ml or μ g/g in place of the ambiguous ppm. Units of temperature are presented as follows: 37°C or 324 K.

When fractions are used to express units such as enzymatic activities, it is preferable to use whole units, such as "g" or "min," in the denominator instead of fractional or multiple units, such as μg or 10 min. For example, "pmol/min" would be preferable to "nmol/10 min," and " μ mol/g" would be preferable to "nmol/ μg ." It is also preferable that an unambiguous form such as exponential notation be used; for example, " μ mol g⁻¹ min⁻¹" is preferable to " μ mol/g/min." See the *CBE Style Manual*, 5th ed., for more de-

See the *CBE Style Manual*, 5th ed., for more detailed information about reporting numbers. Also contained in this source is information on SI units for the reporting of illumination, energy, frequency, pressure, and other physical factors. Always report numerical data in the applicable SI units.

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The spelling of names should follow the Approved Lists of Bacterial Names (amended edition) (V. B. D. Skerman, V. McGowan, and P. H. A. Sneath, ed.) and the Index of the Bacterial and Yeast Nomenclatural Changes Published in the International Journal of Systematic Bacteriology since the 1980 Approved Lists of Bacterial Names (1 January 1980 to 1 January 1989) (W. E. C. Moore and L. V. H. Moore, ed.), both published by the American Society for Microbiology in 1989, and the validation lists and articles published in the International Journal of Systematic Bacteriology since 1 January 1989. If there is reason to use a name that does not have standing in nomenclature, the name should be enclosed in quotation marks and an appropriate statement concerning the nomenclatural status of the name should be made in the text (for an example, see Int. J. Syst. Bacteriol. 30:547-556, 1980).

Names used for viruses should be those approved by the International Committee on Taxonomy of Viruses (ICTV) and published in the 4th Report of the ICTV, Classification and Nomenclature of Viruses (Intervirology 17:23–199, 1982), with the modifications contained in the 5th Report of the ICTV (Arch. Virol., Suppl. 2, 1991). If desired, synonyms may be added parenthetically when the name is first mentioned. Approved generic (or group) and family names may also be used.

For enzymes, use the recommended (trivial) name assigned by the Nomenclature Committee of the International Union of Biochemistry as described in *Enzyme Nomenclature* (Academic Press, Inc., 1992).

Genetic nomenclature should essentially follow the recommendations of Demerec et al. (Genetics 54:61–76, 1966) and those given in the instructions to authors of the *Journal of Bacteriology* and *Molecular and Cellular Biology* (January issues).

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